



# COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines

http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



## MINUTES OF MEETING

CDA Bids and Awards Committee (BAC) - Head Office

Opening of Bids, March 15, 2023 at 10:02AM

Via Google Meet

<b>TYPE OF MEETING</b>	<b>VIRTUAL OPENING OF BIDS</b>	
<b>PROJECT</b>	<b>PROCUREMENT OF A ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2023-2024 WITH CONTRACT NO. CDA-2023-01</b>	
<b>AMOUNT OF BUDGET FOR THE CONTRACT (ABC)</b>	<b>SIX MILLION SIX HUNDRED SIX THOUSAND SEVEN HUNDRED SEVEN AND EIGHTY CENTAVOS (Php6,606,707.80)</b>	
<b>ATTENDEES</b>	<b>BIDS AND AWARDS COMMITTEE</b>	
	<ol style="list-style-type: none"> <li>Ray R. Elevazo</li> <li>Atty. Ma. Lourdes P. Pacao</li> <li>Mildred S. Esguerra</li> <li>Augusto Salvador B. Balles</li> </ol>	Chairperson Member Member Member
	<b>BAC SECRETARIAT</b>	
	<ol style="list-style-type: none"> <li>Jonal A. Delos Reyes</li> <li>Mae Joi Pia Santos</li> <li>Josie L. Villaver</li> </ol>	Member Member Member
	<b>BAC ADMINISTRATOR ON ELECTRONIC SUBMISSION</b>	
<ol style="list-style-type: none"> <li>Ronaldo G. Rivera</li> <li>Romaine Niño P. Talucod</li> </ol>	Member/End User Member	
<b>TECHNICAL WORKING GROUP</b>		
<ol style="list-style-type: none"> <li>Doris D. Teodoro</li> <li>Julio E. Casilan Jr.</li> <li>Bonifacio D. Garcia</li> <li>Carlito V. Buan</li> <li>Ma. Antonette A. Pimentel</li> </ol>	Member Member Member/End User Member Member Member	
<b>OBSERVERS</b>		
<ol style="list-style-type: none"> <li>Amado Ablao</li> <li>Irene Lim</li> </ol>	COA Resident Auditor COA Resident Auditor	



<b>NAME OF BIDDER(S)/ REPRESENTATIVE (S)</b>	<table border="1"> <thead> <tr> <th data-bbox="523 353 932 421">Prospective Bidder/s</th> <th data-bbox="932 353 1455 421">Representative/s</th> </tr> </thead> <tbody> <tr> <td data-bbox="523 421 932 573">1. Maroon Studios Inc.</td> <td data-bbox="932 421 1455 573"> 1. Carla Jean Cruz  2. Roann Escasinas  3. Jennilyn Mondero </td> </tr> </tbody> </table>		Prospective Bidder/s	Representative/s	1. Maroon Studios Inc.	1. Carla Jean Cruz 2. Roann Escasinas 3. Jennilyn Mondero
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1. Maroon Studios Inc.	1. Carla Jean Cruz 2. Roann Escasinas 3. Jennilyn Mondero					
<b>CALL TO ORDER AND DECLARATION OF QUORUM</b>	The meeting started at 10:02AM with an INVOCATION lead by the BAC Chairperson, DA Ray R. Elevazo. Thereafter, Mr. Delos Reyes of the BAC Secretariat acknowledged the members present and declared a quorum of the BAC for the said meeting.					
<b>AGENDA</b>	As instructed by the BAC Chairperson, Mr. Delos Reyes re-stated the Agendum for the meeting which was the <b>OPENING OF BIDS</b> submitted by a prospective bidder relative to the <b>PROCUREMENT OF A ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED ELECTRONIC MAIL SERVICES FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) FOR THE YEAR 2023-2024 WITH CONTRACT NO. CDA-2023-01</b>  Atty. Paco moved for the approval of the agendum as stated by Mr. Delos Reyes and duly seconded by Mr. Balles.					
<b>SUBMISSION OF BID DOCUMENTS BY THE BIDDER(S)</b>	Mr. Elevazo requested the Secretariat to proceed with the Opening of Bids and the presentation of their details.  Accordingly, Mr. Delos Reyes requested Mr. Talucod, a designated BAC administrator on electronic submission, to present the bid documents submitted by the lone prospective bidder, Maroon Studios Inc.  Mr. Talucod stated that the prospective bidder forwarded the bid documents on March 14, 2023 at 7:23 PM and it was ahead of schedule.					
<p style="text-align: center;"><b>A. REVIEW OF ELIGIBILITY AND TECHNICAL COMPONENT</b></p> Mr. Talucod accessed and opened the zipped and PDF files of the Eligibility and Technical documents submitted by the prospective bidder, Maroon Studios Inc., with the following passwords as provided by the said company/bidder representative: <ol style="list-style-type: none"> <li>1. ZIPPED File : MS_1219</li> <li>2. PDF File : MS_C145</li> </ol> The following were the contents of the Technical component:						

<p>a. <b>PhilGEPS Certificate of Registration</b></p>	<table border="1"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>MAROON STUDIOS, INC.</td> <td>√</td> <td></td> <td> <ul style="list-style-type: none"> <li>✓ Platinum Membership, the certificate is valid until July 30, 2023</li> </ul> </td> </tr> </tbody> </table>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	MAROON STUDIOS, INC.	√		<ul style="list-style-type: none"> <li>✓ Platinum Membership, the certificate is valid until July 30, 2023</li> </ul>
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<p>b. <b>Statement of Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</b></p>	<table border="1"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>MAROON STUDIOS, INC.</td> <td>√</td> <td></td> <td>COMPLIED</td> </tr> </tbody> </table>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	MAROON STUDIOS, INC.	√		COMPLIED
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<p>c. <b>Statement of Single Largest Completed Contract which is Similar in Nature</b></p>	<table border="1"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>MAROON STUDIOS, INC.</td> <td>√</td> <td></td> <td>COMPLIED</td> </tr> </tbody> </table>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	MAROON STUDIOS, INC.	√		COMPLIED
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<p>d. <b>Bid Securing Declaration</b></p>	<table border="1"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>MAROON STUDIOS, INC.</td> <td>√</td> <td></td> <td>Notarized Bid Securing Declaration</td> </tr> </tbody> </table>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	MAROON STUDIOS, INC.	√		Notarized Bid Securing Declaration
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<p>e. <b>Conformity with the Schedule of Requirements</b></p>	<table border="1"> <thead> <tr> <th rowspan="2">Name of Bidder</th> <th colspan="2">Status of Compliance</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Compliant</th> <th>Non-Compliant</th> </tr> </thead> <tbody> <tr> <td>MAROON STUDIOS, INC.</td> <td>√</td> <td></td> <td>COMPLIED</td> </tr> </tbody> </table>			Name of Bidder	Status of Compliance		Remarks	Compliant	Non-Compliant	MAROON STUDIOS, INC.	√		COMPLIED
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f. <b>Conformity with Technical Specifications</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		Compliant	Non-Compliant	
	MAROON STUDIOS, INC.	√		COMPLIED
g. <b>Omnibus of Sworn Statement</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		Compliant	Non-Compliant	
	MAROON STUDIOS, INC.	√		<b>CARLA JEAN L. CRUZ</b> is the duly authorized representative who will sign all the documents related to this Project
h. <b>Audited Financial Statements</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		Compliant	Non-Compliant	
	MAROON STUDIOS, INC.	√		For December 31, 2021 & 2020 Stamped received by the BIR
i. <b>Net Financing Contracting Capacity (NFCC)</b>	<b>Name of Bidder</b>	<b>Status of Compliance</b>		<b>Remarks</b>
		Compliant	Non-Compliant	
	MAROON STUDIOS, INC.	√		The NFCC of the bidder is Php26,778,071.88 which is over and above the ABC.

<b>APPROVAL OF THE SUBMITTED ELIGIBILITY AND TECHNICAL COMPONENT</b>	Based on the checklist, Maroon Studios Inc. is compliant with all the the technical and legal requirements contained in the 1 <sup>st</sup> envelope.
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**B. REVIEW OF FINANCIAL COMPONENT**

Following the presentation and acceptance of the details pertaining to the 1<sup>st</sup> envelope of Maroon Studios Inc., Mr. Delos Reyes proceeded to the next stage of the procurement process which was the opening of the Financial component of the said bidder, as per instruction from the BAC Chairperson.

Mr. Talucod accessed the zipped and PDF file of the Financial documents submitted by Maroon Studios, Inc. with the following passwords:

1. ZIPPED File : MS\_1116
2. PDF FILE : MS\_1218

<b>FINANCIAL BID</b>	<b>Name of Bidder</b>	<b>Bid Offer</b>	<b>Remarks</b>
	Maroon Studios, Inc	Php5,767,553.00	The financial bid is less than the ABC

**APPROVAL OF THE CONTENT ON THE SUBMITTED FINANCIAL COMPONENT ENVELOPE**

Atty. Pacao moved to accept the bid of Maroon Studios, Inc which was duly seconded by Mr. Balles.

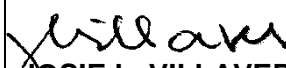

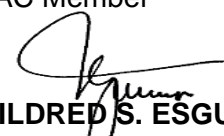
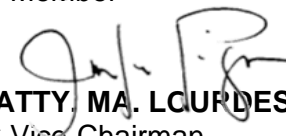

Thereafter, Mr. Delos Reyes presented the checklist of documents and compliances.

Atty. Pacao for the approval of the checklist showing that the bidder has passed all the required documents and was duly seconded by Mr. Balles.

Subsequently, Mr. Delos Reyes presented the Abstract of Bids as Read and Evaluated.

Atty. Pacao moved for the approval of Maroon Studios Inc. as the Single Lowest Calculated Bidder for this contract and was duly seconded by Mr. Balles.

<b>ADJOURNMENT</b>	The meeting was adjourned at 11:07AM.
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<p><b>PREPARED AND CERTIFIED CORRECT</b></p>	 <b>JOSIE L. VILLAVER</b> BAC Secretariat <b>March 15, 2023</b>
<p><b>APPROVED</b></p>	<p><b>Not present</b>  <b>INOCENCIO M. MALAPIT</b>          BAC Member</p>  <b>AUGUSTO SALVADOR P. BALLES</b> BAC Member  <b>MILDRED S. ESGUERRA</b> BAC Member  <b>DA-ATTY. MA. LOURDES P. PACAO</b> BAC Vice-Chairman  <b>DA RAY R. ELEVAZO, CESE, MNSA</b> BAC Chairperson